



ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

POSITION: Development Assistant – Division of Institutional Advancement - Part-time Educational Assistant

JOB POSTING #: EA-1002

ANTICIPATED STARTING DATE: October 2015

MINIMUM

QUALIFICATIONS: Bachelor's degree in an appropriately related field together with one to three years of related experience; or a combination of education, training and experience is required. Excellent communication and interpersonal skills; demonstrated knowledge of computerized and manual systems for collecting, preserving and reporting information related to the work of the Division; strong information technology literacy skills; demonstrated ability to interact favorably with external constituents, administrators, staff, faculty and students.

An understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population are required. Applicants who do not meet the minimum qualifications as stated must put in writing precisely how their experience has prepared them for the responsibilities of this position.

RESPONSIBILITIES: The Development Assistant is accountable for coordinating cultivation among donors and prospects for the College and its Foundation. This position plays a crucial role in helping to develop strategic relationships for the College and Foundation that will result in revenue development. Assist in arranging advancement-related appointments for the Executive Director or Dean of Institutional Advancement and Development Associate; engage in prospect research activities; write acknowledgements and assist with donor stewardship and recognition; assist with the coordination of donor recognition events designed to increase awareness and support of the College; attend campaign meetings, as requested; coordinate data and prepare reports for the Executive Director or Dean of Institutional Advancement related to major donors, in connection with cultivation and solicitation; utilize the Institutional Development Office database software system.

COMPENSATION: \$28.88 per hour; 15 hours per week

APPLICATION

PROCEDURE: Please reference job posting number on application material. Send letter of intent, resume, and transcripts (unofficial acceptable) and the names of three professional references to:

Human Resources Department
Manchester Community College
Great Path, MS #2
P. O. Box 1046
Manchester, CT 06045-1046

Or email to: GenInfoHumanResources@mcc.commnet.edu

DEADLINE: Letter of application must be postmarked no later than September 7, 2015

MANCHESTER COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER, M/F, PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.